

COUNTY COMMISSION OF PUBLIC RECORDS OF MARION COUNTY, INDIANA

MEETING MINUTES FROM APRIL 14, 2005 MEETING

Members Present: Marty Womacks (Auditor)
Jennifer Pruitt (Clerk proxy)
Wanda Martin (Recorder)
Joni Romeril (Assessor)
Doug Sword (Controller proxy)
Mark Mertz (Attorney)

Others Present: Marsha Richards (IN Convention Center & RCA Dome)
Mickey Strong (IN Convention Center & RCA Dome)
Heidi Pell (Indianapolis Airport Authority)

Call to Order: The meeting was called to order by Chairman Womacks.

Approval of Minutes: Joni Romeril made a motion to approve the minutes from the February 7, 2005 meeting. Wanda Martin seconded the motion. Motion passed unanimously.

City-County Council: No one was present representing the office of the City-County Council. Doug Swords inquired as to how long their meeting minutes had to be kept. Mark Mertz stated that they must be kept until the proper authority gave them permission to destroy those documents. Joni Romeril stated that she thought they had to keep their minutes and could not destroy them. Wanda Martin noted that this request was made to microfilm and destroy all records listed. Mark Mertz stated that the documents requested to be microfilmed were probably signed and dated documents. The originals (without signatures and dates) were kept electronically. Mr. Mertz also noted that their request intruded into the three-year window. Anything dated after April 14, 2002 could not be destroyed since it does not follow the appropriate retention schedule. Joni Romeril made a motion to approve the request with the exception that any documents dated after April 14, 2002 could not be destroyed. Wanda Martin seconded the motion. Motion passed unanimously.

Indianapolis Airport Authority: Heidi Pell was present to discuss her request to destroy 1989-1997 Accounts Receivable Invoices. She stated that these invoices were closed accounts and have been approved for destruction by the appropriate authorities within the agency. Joni Romeril made a motion to approve the request. Doug Sword seconded the motion. Motion passed unanimously.

IN Convention Center & RCA Dome (Capital Improvement Board): Both Marsha Richards and Mickey Strong were present to discuss their requests to destroy several public documents. Joni Romeril inquired as to whether they have ever microfilmed documents. Ms. Richards answered that they had not previously but are currently looking into it. Marty Womacks noted that the Commission prefers to transfer documents to CDs if possible. Ms. Womacks also suggested going to the city's incinerator to have the documents burned as a cost effective procedure. Mark Mertz stated that he did not see any issues with their requests. Joni Romeril made a motion to accept their request. Wanda Martin seconded the motion. Motion passed unanimously.

Other Business: Mark Mertz stated that he followed up from the last meeting on the proposed retention schedule from the Health and Hospital Corporation. He noted that the state must approve their proposed retention schedule and then send to the county commission for adoption. Mr. Mertz stated that the Health and Hospital Corporation had not done so to his knowledge. He said that Greg Ulrich from the agency spoke to someone at the Indiana State Archives office and gave him direction to follow the retention schedule for special districts. Mr. Mertz did not agree with that statement.

Adjournment: No further business was presented to the commission. Meeting was adjourned.